

Management Opportunity

The City of Long Beach
Is Now Hiring

Inspection Services Officer



Join Our Team Today!



Department Mission:

The mission of the Department of Planning and Building is to provide exceptional services to our community, while working together to successfully build a dynamic, safe and sustainable city that honors its past while advancing toward the future.

Department Values:

- **Customer-focused**— Informative & helpful facilitators of the process; courteous & respectful in all interactions
- **Professional**— Experienced, knowledgeable & having integrity in all we do
- **Team-oriented**— Collaborative, cooperative, supportive & accountable to our teammates
- **Community Partners**— Dependable, available & accessible; follow through on what we promise
- **Innovative**— Problem solvers; focused on continuous improvement



Our Community

Long Beach, with a population of approximately 491,000 covers 52 square miles in southwest Los Angeles County and is the fifth largest city in the State of California. Long Beach is strategically located in the Southern California basin and is less than a 30 minute drive to Los Angeles and Orange County business centers. Long Beach has some of the best shoreline, marinas and beaches in Southern California, and a superb climate with 345 days of sunshine per year moderated by pleasant ocean breezes.

The City of Long Beach is well-known as the home of the Queen Mary, the Long Beach Aquarium of the Pacific, the Long Beach Grand Prix, the Port of Long Beach (named the nation's busiest container port), one of the world's most environmentally safe off-shore oil operations, an award winning transit agency and numerous major commercial enterprises.

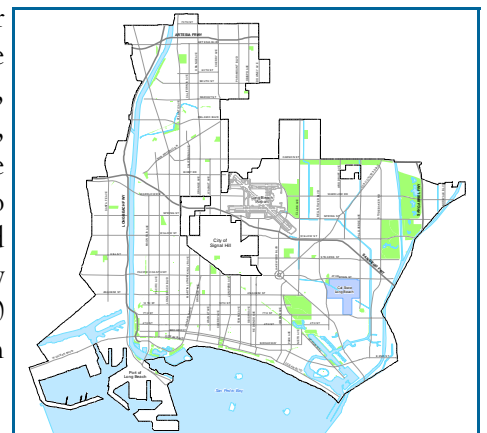
The City of Long Beach has been recognized by USA Today as the most diverse city in the United States—one of the City's strongest assets. Long Beach's ethnic breakdown is approximately 36% Hispanic, 33% White, 15% Black, 12% Asian, and 5% all other ethnicities. The City has also been named as one of the top 100 best places for young people by America's Promise for two years in a row.

The City, widely recognized as a very desirable and livable community, is known for its unique neighborhoods, quality schools, excellent hospitals and noted arts and cultural resources. Along with the City's dynamic and unique attributes, Long Beach has the added benefit of having maintained a strong sense of community and cohesiveness and is frequently described as one city with a series of strong, diverse interwoven neighborhoods.

Our City

Long Beach is a full service City providing customary municipal services through departments such as police, fire, public works, planning and building, library and parks, recreation and marine. In addition to the traditional municipal services, the City also includes enterprise operations – the City owns and operates a leading deep water port, offshore and onshore oil production, a gas utility, a water utility, a commercial airport, a public health department, a convention and entertainment center, two historic ranchos, three marinas and five golf courses.

Long Beach was originally incorporated in 1888, and after a period of disincorporation, was reincorporated in 1897. Since 1921, Long Beach has been governed as a charter City and operates under the council-manager form of government. The City Council currently includes a Mayor, elected at large, and nine council members, elected by districts for four year terms. The Council appoints the City Manager who manages the daily affairs of the City and oversees the administration of the 22 City Departments. The City has over 5,000 employees and a total budget of \$2 billion (\$374 million in the General Fund).



Department of Planning & Building

The Department is organized into two Bureaus—**Planning** (Oversees Comprehensive Planning, Historic Preservation and Community Design and Development Services) and **Building** (Oversees Inspection Services, Plan Check and the Development Services Center). In addition, the Department supports the Planning Commission and the Cultural Heritage Commission as well as the Board of Examiners, Appeals and Condemnation, and the Disabled Access Appeals Board. The Department of Planning and Building operates with the assistance of 107 staff members and an annual budget of \$14 million.

The Inspection Services Division is currently experiencing a high level of demand for its services with the influx of new development throughout the City: Downtown Long Beach continues its building renaissance including 3,000 new upscale high-rise residential units currently under construction; the west-side and north redevelopment project areas with its opportunities along commercial and transit corridors; and the Boeing-Douglas Park , a 240-acre project, an example of a successful mixed use and infill project.

The Department has undergone a series of process improvements and major customer-focused initiatives, including adopting a strategic plan, establishing employee values, implementing a performance management system, renovating the Development Services Center, and developing new land management technology.

Inspection Services Officer

The Inspection Services Officer, under the direction of the Superintendent of Building and Safety, is a management position responsible for all field inspection activities within the Inspection Services Division. The position also assists the Superintendent of Building and Safety in planning, organizing, directing and coordinating the programs and activities of the Building and Safety Bureau. The Inspection Services Division currently has a staff of 31 full time employees and an annual operating budget of \$3.2 million.

Experience, Training and Education

This position requires technical training, experience in the building industry and effective management skills. With at least five years of responsible supervisory experience, the ideal candidate shall have experience in the enforcement of codes and statutes regulating building, electrical, plumbing and mechanical construction and the use and maintenance of buildings and properties. The ideal candidate would possess an Engineering or Architecture degree or a closely-related degree. Also excellent oral and written communication skills, knowledge of principles and practices of local government administration, customer service, supervision and process improvement experience are a must. ICC certification as a Certified Building Official or ICC certifications for inspection is required or within 6 months of employment.

Professional Attributes

Outstanding interpersonal skills are a prerequisite for success in this role as this individual will be interacting with a wide variety of internal and external stakeholders on a regular basis. The talent and characteristics of an ideal candidate include demonstrating considerable initiative and strong leadership abilities, building effective relationships, exercising exceptional judgment, exhibiting a team orientation and displaying uncompromising integrity.



Examples of Duties:

- Selects, assigns, trains, evaluates and directs the work of building, electrical, plumbing, mechanical and combination inspectors engaged in the enforcement of construction codes and building conservation regulations.
- Assists in the development of the annual budget and control division expenditures.
- Studies division operations and makes recommendations or institutes changes that will improve the efficiency, effectiveness and quality of operations.
- Conducts divisional public relations and complaint resolutions.
- Prepares reports for special studies or investigations.



APPLY TODAY FOR THIS ENGAGING AND CHALLENGING CAREER OPPORTUNITY

Inspection Services Officer

Compensation & Benefits

The salary range for this position is mid \$90,000's to mid to high \$110,000's based on qualifications. Increases are based on a merit pay plan. The City's compensation package also encompasses a generous benefits package that includes:

- **Retirement:** City currently offers CalPERS 2.5% @ 55 plan, coordinated with Social Security.
- **Vacation:** Twelve days after 1 year of service; 15 days after 4 years, 6 months; 20 days after 19 years, 6 months of service.
- **Sick Leave:** One day earned per month; unlimited accumulation; conversion upon retirement to cash credit toward health and/or dental insurance premiums, or to pension credits.
- **Holidays:** Nine designated holidays per year, plus four personal holidays to be used at the employee's discretion.
- **Executive Leave:** Five days per year.
- **Auto Allowance:** \$225 per month.
- **Bereavement Leave:** Three days for death or critical illness of family member, plus three days of accrued sick leave if needed.
- **Health Insurance:** Several plans are available—one HMO, two indemnity plan options and a point-of-service (POS) plan. The City pays all or part of the premium for employee and dependents depending on the health/dental plan selected.
- **Dental Insurance:** Two dental plans are available for employees and dependents.
- **In-Hospital Indemnity:** City-paid in-hospital indemnity plan for in-patient hospital stay.
- **Life Insurance:** City-paid term life insurance policy equal to three times annual salary to a maximum of \$500,000.
- **Disability:** City-paid short-term and long-term disability insurance.
- **Management Physical:** Annual City-paid physical exam.
- **Deferred Compensation:** Available through three plan providers.

Application & Recruitment Schedule

To be considered for this exciting career opportunity, please submit a comprehensive resume and letter of interest with three references by the close of business Friday, March 16, 2007 to:

Department of Planning and Building
333 West Ocean Boulevard, 4th Floor
Long Beach, CA 90802
ATTN: Inspection Services Officer Recruitment

Following the filing deadline, the most qualified candidates will be invited to interview with a Department selection committee. If necessary, the top candidate(s) may participate in further selection procedures.

If you require an accommodation because of a physical or mental disability in order to participate in any phase of the application process, advise us when submitting your letter of interest. This information is available in an alternative format by request to Georgia Pon, Administrative Officer, at (562) 570-6038.